

SECRET

## Security Information

## REGULATION

## TRAINING

October 1953

25X1A

## CLERICAL TRAINING

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## 1. GENERAL

- a. This Regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.
- b. Clerical training courses are conducted in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.
- c. This Regulation is not intended to preclude additional training of clerical personnel prescribed by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), the Assistant Director for Communications, the Director of Training, or their designees, for such clerical personnel assigned to their organizational elements.

## 2. DEFINITION

For purposes of this Regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

## 3. POLICY

- a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.
- c. Satisfactory completion of the clerical orientation course and, when required, the clerical induction course shall be prerequisite to placement within the Agency. Upon fulfillment of these training requirements placement shall be accomplished immediately providing that security-clearance action has been completed.
- d. In exceptional circumstances and only when clearly warranted by operational exigencies, required clerical training may be postponed or waived, provided that the individual satisfactorily meets the clerical requirements prescribed by the Assistant Director (Personnel) for the position to which assigned.
- e. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in or of this Regulation.

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## 4. RESPONSIBILITIES

## a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Assistant Directors of the Deputy Director (Intelligence), Chiefs of Administrative Offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.
- (3) Disseminate throughout the Agency, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

## b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.
- (3) Review and approve requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.

## c. The Assistant Directors of the Deputy Director (Intelligence), Chiefs of Administrative Offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, and the Director of Training shall:

- (1) Request refresher training for on-duty clerical personnel under their jurisdiction in accordance with the procedure set forth in 6b of this Regulation.
- (2) Initiate and forward to the Assistant Director (Personnel) requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.

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## 5. CLERICAL TRAINING COURSES

- a. Clerical Orientation Course (for new clerical personnel - cleared): Orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally cleared): Shorthand, typing, Agency office practice, English usage, and geography.
- c. Clerical Refresher Courses (for on-duty clerical personnel): Typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

## 6. PROCEDURE

## a. NEW CLERICAL PERSONNEL

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Assistant Director (Personnel) to the Interim Assignment Branch for prescribed clerical training under this Regulation.

## b. ON-DUTY CLERICAL PERSONNEL

- (1) Training Officers and Training Liaison Officers of the Agency will transmit to the Registrar of the Office of Training TF-1, Request for Training, (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Assistant Directors of the Deputy Director (Intelligence), Chiefs of Administrative Offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full workdays preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Assistant Directors of the Deputy Director (Intelligence), Chiefs of Administrative Offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
 Acting Deputy Director  
 (Administration)

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